

Arizona Department of Juvenile Corrections
General Operating Policy
Chapter: Communications
Rule: Forms Control

No. GOP: 1108
Effective: 02/01/05
Replaces: 1108
Dated: 04/20/99

A.R.S. §41-2804	A.C.A. Standard	A.A.C.
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Policy Purpose:

The Arizona Department of Juvenile Corrections (ADJC) through the Office of Policy and Procedures (OPP) regulates the creation, production, modification, and use of automated and hard-copy forms to facilitate internal communications, improve work flow and accountability, and ensure accurate data collection for the evaluation of agency mission and goals. Hard-copy paper forms which accompany policies and procedures shall be standardized to reduce duplication of effort and control unnecessary costs. Computer automated forms shall be developed, standardized, and used whenever feasible.

Michael D. Branham, Director

Procedure Index:

Procedure Number:	Title
1108.01	Forms Development

Definition:

Area Forms Liaison: The employee in each area or work unit who is appointed by their area supervisor to coordinate any revision of standardized forms or printing of forms which require printing by an outside vendor.